



Learning Through Sharing

Crèche Handbook

All you need to know
about the Crèche



Kalamunda Community Learning Centre

Kalamunda Community Centre, Crescent Road, Kalamunda

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www.kalamundalearningcentre.org.au

Welcome to the Crèche

A special welcome to both new and existing members of Kalamunda Community Learning Centre. This information is provided to make the Crèche a happy place for both you and your child/children, so please take the time to read it thoroughly and refer to it for future reference.

The Crèche is available for your use - as a parent, stepparent, grandparent or legal guardian - to leave your precious little one/s during the class times of the course/s in which you have enrolled, where Crèche availability has been indicated.

This is your facility and we want to make it the best it can be for you and your child/children. If you have any suggestions, or ideas for new equipment, toys and activities, we are happy to listen and implement where practical. If you have any concerns about the Crèche, please let us know so that any problems or difficulties may be addressed.

Volunteer members care for the children in the Crèche. If you are unable to bring your child to any session, please contact KCLC by phone 9293 2977 during office hours 9.30 am – 2.30 pm or email: kclc@kckc.org.au – this will allow the Crèche to adjust carer numbers as needed.



About the Crèche

The Crèche is available for members who attend a KCLC course in a full-time capacity. Members enrolled in a casual capacity are unable to use the Crèche.

Children eight weeks of age or more, and who have not yet had their sixth birthday, are welcome in the Crèche. Please note that children and babies must not be present in any Learning Centre class with parents/carers under any circumstances.

Use of the Crèche is conditional upon parents/carers concurrently being enrolled full-time in a course at the Learning Centre and being physically present in their scheduled class. Parents and carers must remain at the Kalamunda Community Centre when their child is in the Crèche.

Volunteer members care for the children in the creche. All volunteers hold a Working with Children Check card.

The Crèche operates from the Mirda-Djardak (Pink) room within the Kalamunda Community Centre. The sessions for which the Crèche is available are included in course enrolment information. Please see Page 5 for drop off and pick up times.

At the Crèche, children can interact with other children and develop social skills through play. The emphasis is on free play within safe boundaries.

Enrolling Children in the Crèche

Before enrolling in your course, we advise that you first enrol/register your child in the Crèche. The procedure for online crèche registration is similar to course enrolment; 'Search Courses' for 'Crèche' then choose the crèche session relevant to your course and the number of creche places required. This will ensure that your child is registered, as crèche places are limited.

At the checkout, members will also need to complete and submit the Crèche Notification Form.



What to bring to Crèche

Please supply a well-labelled bag to leave at each session containing a change of clothes, hat for outdoor play and water bottle (all clearly labelled with your child's name) as well as anything else your child may need for the session as detailed below.

Halfway through each Crèche session, the children all sit down together to have a snack. Please bring food suitable for your child to eat at this time.

Babies will be bottle or spoon fed with any food or drink that you have supplied. You are welcome to breastfeed in the Crèche.

Please bring along any items that will help settle your child if they get upset (comfort blankets, dummies etc.).

Creche volunteers do not change nappies or assist with toileting of older children. You will be called from your class to perform these tasks if the need arises.

As your child is only using the Crèche for a very short period of time, a nap or rest time may not be possible. There is a stroller if your child requires some rest time or you may leave your own if preferred, particularly if it may be a comfort to them.

If your child has any **allergies** or needs any **medications**, please let the creche volunteers know and detail them on the Crèche Child Information Form. Parents/carers will be asked to return to Crèche to administer any medication.

The children often play with play dough, paints, craft materials and play outside and sometimes they may get messy, so please dress your child accordingly.

As seasonally appropriate, please ensure your child is wearing sunscreen before dropping them off.



Dropping Off and collecting children

In return for the free volunteer care your child is receiving, we ask for your cooperation in arriving on time and collecting your child on time after class.

Learning Centre morning classes usually run from 9.45 am to 11.45 am. To enable members to reach their classes on time, children can be dropped off at Crèche from **9.30 am**. Children must be picked up at **11.45 am**. An earlier morning drop off can possibly be arranged if your class starts before 9.45 am.

Upon arrival, you will be required to sign your child into Crèche on the attendance sheet. You must sign your child out when you collect him/her. Children will only be released to the parent or carer who has signed that child into the Crèche.

If necessary, you will be called back to the Crèche if your child is overly upset, your child is sick, or if there is an emergency.

Please ensure that you have your mobile phone nearby so you can be contacted.

Please telephone or email the Centre (see page 2) as soon as possible if your child will be absent, so that any adjustments needed to the carer roster can be made.

Attendance of sick children

If my child is unwell, can he or she still come?

No! Do not bring sick children to Crèche. If your child is unwell, he or she will not enjoy his or her time and the child may pass on his or her illness to others in the Crèche.

If your child has any conditions that may be contagious, please do not bring him or her to Crèche.



Immunisation

The By-laws of the Kalamunda Community Learning Centre require that all children using the Crèche provided by KCLC are immunised. In the rare case of this requirement presenting a health risk to a child, an exemption may be considered. Medical evidence of the circumstances must be presented. Any such exemption is at the discretion of KCLC's executive.

Payment

As the care in the creche is provided by volunteers, there is no fee for children attending. Members using the Crèche are required to join a KCLC Workgroup of their choice (as are all KCLC class members who attend a full-time course).

Crèche Workgroup

The Crèche is an integral part of KCLC which depends on members' help in maintaining its viability for young parents and carers. A Working with Children Check card is required.

If you would love to spend time with gorgeous babies or enchanting toddlers, this may be the Workgroup for you.

Times: 9.00 am – shortly after 11.45 am.

Extent of commitment: Two rostered session times per 16 weeks of enrolment – or more if you like!

Duties: Setting up the creche ready for the session, minding children aged eight weeks to five years old, engaging in play and helping with crafts. Packing up at the end of the session.

(No nappy changing or toileting of toddlers.)

As with all other Workgroups it is important to inform us promptly if you are unable to keep a rostered commitment. Your roster time will be re-scheduled.



In summary

The creche is free, with volunteer members providing the care.

All creche users contribute to the Centre by joining a Workgroup (as do all members who attend a full-time course).

Members of the Centre are invited to join the Creche Workgroup to keep the creche available (a Working with Children Check card is required and will be reimbursed by KCLC).



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Creche/Crèche forms and handbook/Crèche Parents Handbook

